



# UNITED STATES MARINE CORPS

MARINE FORCES RESERVE  
4400 DAUPHINE STREET  
NEW ORLEANS, LOUISIANA 70146-5400

IN REPLY REFER TO  
7000  
G-1/Ops  
15 Sep 09

## FORCE POLICY LETTER 02-09

From: Commander, Marine Forces Reserve  
To: General Officers  
Commanding Officers  
Officers in Charge  
Site Commanders/Inspector-Instructors

Subj: GOVERNMENT TRAVEL CHARGE CARD (GTCC) DELINQUENCY

Ref: (a) DoD Financial Management Regulation, Vol 9, Chap 3  
(b) OPNAVINST 4650.16  
(c) MCO 4600.40A  
(d) OSD Memo of 21Apr03

1. Effective management of the GTCC program is the direct responsibility of each individual Commander and Inspector-Instructor within Marine Forces Reserve. I expect each Commander and Inspector-Instructor within the Force to ensure that every member under their command is fully aware that GTCC delinquency will not be tolerated.

2. Effective immediately:

a. Commanders and Inspector-Instructors are directed to ensure that all GTCC cardholders, approving officials, and their leadership are appropriately trained and educated on the provisions and requirements of references (a) thru (d).

b. Commanders will ensure that all approving officials assigned within the Defense Travel System (DTS) and those authorized to sign the DD Form 1351-2 (Travel Claim) as approving officials receive counseling on the provisions of reference (a). Specifically, approving officials will be counseled on their responsibility for ensuring that split disbursement is properly designated for all charges made during periods of Temporary Additional Duty (TAD). In the event that the amount split disbursed does not cover the outstanding charges, the approving official will return the voucher to the traveler for correction.

c. Any cardholder appearing on the 30-day past due delinquency list will be personally contacted weekly until such time that the past due amount is paid. Officers will be contacted by the CO/XO or Inspector-Instructor. Enlisted personnel will be contacted by the SgtMaj/1stSgt. Civilian personnel will be contacted by the Marine Forces Reserve, Executive Director (or his designated representative). In the event a CO/XO/I&I or SgtMaj/1stSgt are on the 30-day past due delinquency list, personal contact will be made by the next senior Marine in the chain of command (Battalion/Squadron, Regimental/Group, or MSC). Any member of the Marine Forces Reserve principal staff that

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appears on the 30-day past due delinquency list will be personally contacted by my direct representative. By-weekly updates for these personal contacts will be consolidated and submitted by the Major Subordinate Command (MSC) and submitted to the Marine Forces Reserve Agency Program Coordinator.

d. Any GTCC account that becomes delinquent will be thoroughly reviewed and may be recommended for administrative or disciplinary action. Unless the review of the account identifies extenuating circumstances that rendered the delinquency beyond the cardholder's control, personnel will be held accountable, to include the following actions (of note, per reference (a), untimely submission of a travel claim does NOT constitute an extenuating circumstance):

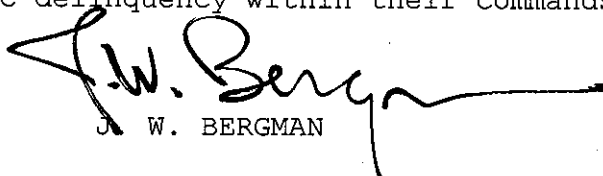
(1) Military members entering a 60-day delinquency status may receive an administrative counseling entry in their Service Record. Civilian personnel entering a 60-day delinquency status may receive a letter of Counseling. Additionally, Commanders will appoint an investigating officer to conduct a Preliminary Investigation (PI) and provide recommendations for appropriate corrective or disciplinary actions.

(2) For Military or Civilian members entering a 90-day delinquency status, the Commander will provide the Commander, Marine Forces Reserve a detailed explanation of all actions taken to date to resolve the delinquency to include the results of the PI. These explanations will be provided by-weekly and delivered to the Marine Forces Reserve, Chief of Staff.

(3) Instances of delinquency resulting from a cardholder's failure to split disburse the proper amount, may also result in administrative or disciplinary action against the approving official. The approving official that approved the payment of the claim may receive an official counseling entry in their Service Record or a Letter of Counseling (for civilian supervisors) for failing to follow a direct order in ensuring the travel claim approved appropriately split disbursed the amount necessary to pay all outstanding charges.

e. Any Military member considered delinquent in paying the GTCC is prohibited from performing any form of voluntary duty. This prohibition will remain in effect until such time the account is paid in full and no longer considered delinquent. This includes any/all forms of Active Duty Operational Support (ADOS), Additional Training Periods (ATP), Readiness Management Periods (RMP), and Additional Flying Training Periods (AFTP). Commanders will ensure that the unit's delinquency list is screened prior to the authentication of any orders within the Marine Reserve Order Writing System (MROWS).

3. Commanders at all levels within Marine Forces Reserve will be held personally responsible for GTCC delinquency within their commands.

  
J. W. BERGMAN